

Rensselaer Polytechnic Institute
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Annual Notification – 2022 Calendar Year

Standards of Conduct

The Rensselaer Handbook of Student Rights & Responsibilities sets forth the Student Bill of Rights along with national, state and city laws, and Rensselaer policies that guide Institute and judicial actions in support of Rensselaer student success. Rensselaer's Dean of Students Office is responsible for developing and disseminating the Rensselaer Handbook of Student Rights & Responsibilities. The intent of the Judicial Affairs program is to uphold student rights and develop students' ability to make responsible decisions in order to maintain mutual respect, integrity, and an environment where all students can effectively pursue their educational goals.

For alcohol and drug-related policies, students or student organizations alleged of violating any Grounds for Disciplinary Action are invited to participate in the judicial process. The judicial process begins with a judicial inquiry. If a student or organization is found responsible at the conclusion of the inquiry, the student or organization may appeal the decision. All appeals for violations of the Rensselaer Handbook for Student Rights and Responsibilities go to the Student Judicial Board for individual students and student organizations. The Fraternity & Sorority Commons Judicial Board reviews violations of the Panhellenic and IFC policies and bylaws. The final level of appeals will go to Rensselaer's president for a final decision.

Sanctions given to those found responsible range from education and intervention up to separation from the institution. All sanctions are developed with the premise to be restorative. "The overall philosophy of the Institute is that individuals and organizations in the Rensselaer community are responsible for their own actions. When making decisions to consume an alcoholic beverage or to provide alcoholic beverages to others, individuals and organizations must be mindful of the inherent consequences and risks involved. In addition, they are responsible for understanding and complying with applicable laws. The Institute will not shield individuals or organizations from the legal consequences of their actions should they choose to violate these laws." (Rensselaer Handbook of Student Rights & Responsibilities, pg. 19).

Legal Sanctions

Any student or employee of Rensselaer Polytechnic Institute who violates the Institute's Alcohol and Other Drug Policy is subject to both the Institute's sanctions and to criminal sanctions provided by federal, state, and local law.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

A DEA Resource Guide: 2020 EDITION (page 36)

<https://www.dea.gov/press-releases/2020/04/14/dea-releases-2020-drugs-abuse-resource-guide>

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

A DEA Resource Guide: 2020 EDITION (page 37)

<https://www.dea.gov/press-releases/2020/04/14/dea-releases-2020-drugs-abuse-resource-guide>

New York State Laws Regarding Alcohol & Possession of Controlled Substances

Possession

In New York State, you must be 21 in order to possess and consume alcohol. People under the age of 21 in possession of alcohol with the intent to consume may be subject to fines, educational requirements, and/or community service.

Driving While Intoxicated (DWI)

For those aged 21 or older, the legal limit for blood alcohol concentration (BAC) while driving is 0.08%. DWI laws for New York State allow for the suspension of a driver's license (pending prosecution) if a person's BAC at the time of an arrest is a 0.08% or higher.

Zero Tolerance

New York State has a Zero Tolerance Policy as it relates to drinking and driving under the age of 21. Those under the age of 21 who have been found driving under the influence of small amounts of alcohol may lose their license for upwards of 6 months to 1 year. Those under the age of 21 who have been found driving under the influence of larger amounts of alcohol are subject to DWI penalties including jail terms.

Sean's Law

Those under the age of 21 who have been found drinking and driving will have their junior license or driving permit suspended if they are charged with an alcohol-related traffic offense.

Social Host Liability Laws

Should anyone aged 21 or older provide alcohol or allow consumption to a person(s) under 21 years of age on property that they own, lease or otherwise control, they may be held liable as a "social host" for any injuries and/or damages caused by said person(s) under 21 years of age.

False or Fraudulent Identification Cards

Under New York State Penal Law, anyone under the age of 21 who alters and/or possesses a "false or fraudulent written instrument officially issued or created by a public office, public servant or governmental instrumentality" may face criminal charges. This includes manufacturing or altering a driver's license. Criminal and/or administrative penalties may be received by those under the age of 21 who attempt to purchase alcoholic beverages with an altered or false New York State driver's license.

Possession of Controlled Substances

It is illegal and prohibited for an individual to manufacture, possess, use, dispense, sell, or distribute controlled substances or other illegal drugs (as defined by state and federal law). For more information: https://www.health.ny.gov/professionals/narcotic/laws_and_regulations/ and <https://www.nysenate.gov/legislation/laws/PEN/P3TMA220>

Health Risks

Alcohol

Alcohol (wine, beer or distilled spirits) is the most commonly abused drug of choice among Americans and college students. Alcohol is a central nervous system depressant. It is estimated that approximately 1,519 college students (between ages 18 and 24) die from alcohol-related unintentional injuries, including motor-vehicle crashes each year. Binge drinking is a pattern of drinking that brings blood alcohol concentration (BAC) levels to 0.08 g/dL. Binge drinking for women is defined as 4 or more drinks in one sitting or 8 or more drinks per week. Binge drinking for men is defined as 5 or more drinks in one sitting or 15 or more drinks per week. Approximately 20% of college students meet the criteria for Alcohol Use Disorders as classified in The Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5).

- Risk for Dependence: the DSM-5 combined two DSM-4 disorders (alcohol abuse and alcohol dependence) into one single disorder called "alcohol use disorder" which can be categorized as

mild, moderate or severe. Tolerance for alcohol may develop rapidly, requiring the user to use more and more alcohol to produce the same effects. This, in turn, may cause psychological and/or physiological dependence to alcohol, which may be evident by attempts to cut back on drinking or quit drinking that are unsuccessful.

- Possible Short-Term Effects: alcohol can have an effect on the user's inhibitions, judgment, slowed reactions, and loss of coordination. Users may experience nausea and vomiting, as well as alcohol poisoning. Users may engage in violent and/or risky sexual behaviors.
- Possible Long-Term Effects: users may experience memory and learning problems, dementia, and mental health issues such as depression and anxiety. In addition, users may experience any variety of chronic health issues such as liver disease, digestive problems, high blood pressure, stroke, heart disease, and/or various cancers.
- Effects of Overdose: with excessive amounts of alcohol in the bloodstream, the central nervous system and basic life-support functions begin to shut down (i.e.: breathing, temperature control, and heart rate). Users may experience cold, clammy skin, vomiting with no gag reflex, slowed breathing, lowered body temperature, trouble breathing, and even unconsciousness. Overdose may lead to permanent brain damage or death.
- For more information: <https://www.niaaa.nih.gov/> and <https://www.cdc.gov/>

Tobacco and Nicotine (Cigarettes, Vaping, and E-Cigarettes)

Smoking cigarettes kill more Americans than alcohol, car accidents, HIV, guns, and illegal drugs combined. Smoking shortens male smokers' lives by about 12 years and female smokers' lives by about 11 years.

- Risk for Dependence: nicotine is psychologically and physically addictive.
- Short-Term Effects: smoker's cough is common due to the chemicals and heat from cigarettes damaging the airway. Smoking raises blood pressure, decreases circulation, and can cause erectile dysfunction. Immune function is lowered so smokers are more likely to get sick.
- Long-Term Effects: tobacco is the number one leading cause of preventable death in the U.S. Rates of heart disease and many cancers are higher in smokers, and chronic obstructive lung diseases (emphysema, bronchitis) are 10x higher in smokers than nonsmokers. Thirty percent of cancer deaths are linked to smoking. Smoking during pregnancy can cause miscarriage, premature birth, and low birth weight.
- Effects of Overdose: nicotine poisoning can occur if too much nicotine is consumed, most commonly through e-cigarettes. This can cause dizziness, vomiting, headache, and a racing heart in the first few minutes, then seizures, diarrhea, slowed heartbeat and breathing, and loss of muscle control for several hours after.
- For more Information: https://www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/effects_cig_smoking/index.htm

Cannabis (Marijuana and Edibles)

Cannabis is the dried leaves, stems, flowers, and seeds of the hemp plant known as Cannabis Sativa. Marijuana, a mind-altering psychoactive drug, is produced by the Cannabis Sativa plant. The main

ingredient in marijuana that produces the psychoactive effect is THC (delta-9-tetrahydrocannabinol). Marijuana is typically smoked, but may also be brewed as a tea or mixed in food (edibles).

- Risk for Dependence: physical and psychological dependence may be associated with long-term, regular use. Experiences of withdrawal may be experienced upon discontinuation of use.
- Possible Short-Term Effects: a host of psychological, physiological, and behavioral effects may be experienced by users and may vary from user to user. Most commonly, sedation, loss of coordination and psychomotor behavior (needed to drive safely), decreased blood pressure, memory and learning problems, increased appetite, difficulty with problem-solving, increased heart rate, and distorted perception may be experienced.
- Possible Long-Term Effects: long-term, regular users may experience emphysema, bronchitis, bronchial asthma, and suppression of the immune system.
- Effects of Overdose: there have been no reported deaths associated with marijuana.
- For more information: <https://www.dea.gov/factsheets>

Stimulants (Includes Amphetamines & Methamphetamines)

Stimulants are a class of drugs that speed up the body's nervous system. They may come in pill, powder, rock and/or (injectable) liquid form. Prescription drugs such as Adderall and Ritalin, diet aids, as well as illegally produced drugs such as methamphetamines (meth) and cocaine are the most common stimulants.

- Risk for Dependence: tolerance for stimulant drugs may develop rapidly, requiring the user to use more and more of the drug to produce the same effects. This, in turn, causes psychological dependence. Dependence may be evident by someone's lack of interest in daily activities and a constant need to acquire the high associated with stimulant drugs.
- Possible Short-Term Effects: in the short-term, stimulant drugs may result in extended periods of wakefulness, feelings of exhilaration, increased activity, enhancement of physical and mental performance, a decrease in appetite, and enhanced self-esteem. If too much of the drug is taken in a short period of time, one may experience sweating, vomiting, chest palpitations, headache, tremors, dizziness, flushed skin, and abdominal cramping.
- Possible Long-Term Effects: in chronic users, panic, hostility, aggression, paranoia, and suicidal and homicidal tendencies may be experienced.
- Effects of Overdose: overdose may be associated with high fever, convulsions, and cardiovascular failure.
- For more information: <https://www.dea.gov/factsheets>

Depressants (Date-Rape Drugs Such as Rohypnol or "Roofies")

Rohypnol is commonly misused to physically and psychologically incapacitate victims targeted for sexual assault, often administered by dissolving it in an alcoholic beverage. It is also associated with multiple-substance abuse, combined with cocaine or other drugs.

- Risk for Dependence: depressants can be physically and psychologically addictive.
- Possible Short-Term Effects: depressants produce a sedative, hypnotic, anti-anxiety, and muscle relaxant effects. It decreases reaction time, mental functioning and judgment, and can cause confusion, aggression, and excitability. When used with alcohol, it can create an exaggerated

intoxication. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death.

- Possible Long-Term Effects: babies born to female-bodied individuals abusing depressants may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result.
- Effects of Overdose: overdose causes severe sedation, unconsciousness, slowed heart rate, and suppression of respiration, leading to death.
- For more information: <https://www.dea.gov/factsheets>

Opiates (Includes Heroin and Prescription Pain Medications)

Opioids are a class of drug that has a general pain-relieving effect. Opioids pose a high chance for addiction and pose significant risks in the event of an overdose. While agents such as naloxone are now available at pharmacies over the counter to help counteract the effects of an overdose, it is not a catch-all. Even if conditions improve, emergency medical attention should still be sought.

- Risk for Dependence: highly addictive and severe withdrawal effects.
- Possible Short-Term Effects: produces effects such as relaxation, euphoria, pain relief, sedation, confusion, drowsiness, dizziness, nausea, vomiting, urinary retention, pupillary constriction, and respiratory depression.
- Possible Long-Term Effects: use of opiates can cause physical and psychological dependence. Tolerance can develop requiring users to consume larger quantities for the same euphoric effect.
- Effects of Overdose: as drug purity is unknown from “street drugs,” risk for overdose is high. Overdosing can result in severe respiratory depression, drowsiness progressing to stupor or coma, lack of skeletal muscle tone, cold and clammy skin, constricted pupils, and reduction in blood pressure and heart rate. Respiratory depression can lead to death.
- For more information: <https://www.cdc.gov/drugoverdose/opioids/index.html>

Designer Drugs

Designer drugs are illegally produced drugs that are meant to mimic the pharmacological effects of controlled substances but differ slightly in their chemical makeup. Designer drugs may fall under any drug category. The most common designer drugs include bath salts (synthetic stimulants), synthetic marijuana, and synthetic opioids. For more information: <https://www.dea.gov/factsheets>

Bath Salts

- Risk for Dependence: as with their counterpart (controlled stimulant drugs), tolerance may develop rapidly, requiring the user to use more and more of the drug to produce the same effects. This, in turn, causes psychological dependence.
- Possible Short-Term and/or Long-Term Effects: users may experience psychological effects of this stimulant such as agitation, combativeness, and aggressive, if not violent self-destructive behaviors. Users may also experience confusion and/or acute psychosis. In addition, users may experience sweating, headaches, teeth-grinding, palpitations, and seizures. Users may also

experience paranoia, hallucinations, and/or delusions. Toxic effects may include hyperthermia, hypertension, and rapid heartbeat.

- Effects of Overdose: given unknown chemicals and lack of quality control measures during the manufacturing of these drugs, they can be lethal.

Synthetic Marijuana

- Risk for Dependence: unlike marijuana derived from the Cannabis Sativa plant, synthetic marijuana has been reported to produce severe adverse effects including acute dependence and withdrawal.
- Possible Short-Term and/or Long-Term Effects: users may experience paranoid delusions and hallucinations. Disorganized thoughts, severe agitation, and violence have been associated with synthetic marijuana use. In addition, users may experience an increase in blood pressure and heart rate, vomiting, seizures, and tremors, as well as unconsciousness.
- Effects of Overdose: given unknown chemicals and lack of quality control measures during the manufacturing of these drugs, they can be lethal.

Synthetic Opioids (some synthetic opioids like fentanyl and methadone have been approved for medical use, but when not used properly under medical supervision can be extremely deadly)

- Risk for Dependence: as with their counterpart (controlled opioids or pain medications), there is a high risk for dependence and addiction, with severe withdrawal effects.
- Possible Short-Term and/or Long-Term Effects: users may experience feelings of euphoria and relaxation, as well as confusion, drowsiness, dizziness, nausea, vomiting, and coma. Respiratory depression and/or failure may also occur, putting the user at risk for death.
- Effects of Overdose: given unknown chemicals and lack of quality control measures during the manufacturing of these drugs, they can be lethal.

Cocaine

Cocaine is an intense, euphoria-producing stimulant drug with strong addictive potential. Cocaine is often sold “cut” with other products. Typical cutting agents are sugars, laundry detergents, laxatives, or other powdery substances.

- Risk for Dependence: highly addictive and severe withdrawal effects.
- Possible Short-Term Effects: the intensity of cocaine’s euphoric effects depends on how quickly the drug reaches the brain, which depends on the dose and method of use. Other effects include increased alertness and excitation, as well as restlessness, irritability, and anxiety.
- Possible Long-Term Effects: tolerance to cocaine’s effects develops rapidly, causing users to take higher and higher doses. Taking high doses of cocaine or prolonged use, such as bingeing, usually causes paranoia. The crash that follows euphoria is characterized by mental and physical exhaustion, sleep, and depression lasting several days. Following the crash, users experience a craving to use cocaine again.
- Effects of Overdose: abuse of cocaine has led to cardiac arrhythmias, sudden cardiac arrest, convulsions, strokes, and death.
- For more information: <https://www.drugabuse.gov/publications/drugfacts/cocaine>

Hallucinogens (PCP and LSD)

Hallucinogens are found in plants and fungi or are synthetically produced and are among the oldest known group of drugs used for their ability to alter human perception and mood. Hallucinogens come in a variety of forms. MDMA or ecstasy tablets are sold in many colors with a variety of logos to attract youth. LSD is sold in the form of impregnated paper (blotter acid), typically imprinted with colorful graphic designs. Other names or forms include Acid, Blotter, Blotter Acid, Cubes, Doses, Fry, Mind Candy, Mushrooms, Shrooms, Special K, STP, X, and XTC.

- Risk for Dependence: most hallucinogens are not considered addictive.
- Possible Short-Term Effects: sensory effects include perceptual distortions that vary with dose, setting, and mood. Psychic effects include distortions of thought associated with time and space. Physical effects include elevated heart rate, increased blood pressure, and dilated pupils.
- Possible Long-Term Effects: weeks or even months after some hallucinogens have been taken, the user may experience flashbacks — fragmentary recurrences of certain aspects of the drug experience in the absence of actually taking the drug.
- Effects of Overdose: deaths exclusively from an acute overdose of LSD, magic mushrooms, and mescaline are extremely rare. Deaths generally occur due to suicide, accidents, and dangerous behavior, or due to the person inadvertently eating poisonous plant material. A severe overdose of PCP and ketamine can result in: respiratory depression, coma, convulsions, seizures, and death due to respiratory arrest.
- For more information: <https://www.dea.gov/press-releases/2020/04/14/dea-releases-2020-drugs-abuse-resource-guide>

Inhalants (Air-conditioning Refrigerant, Markers, Spray Paint, Glue, and Other Chemicals)

Inhalants are often household products and are rarely taken by any route other than inhalation. The rates of inhalant drug use is higher in younger children than older ones. Intoxication occurs quickly and only lasts a short period of time so repeated sniffing is common in a session. Many effects are similar to that of alcohol intoxication.

- Risk for Dependence: inhalation of chemicals is generally not considered addictive.
- Possible Short-Term Effects: immediate effects include nausea, sneezing, coughing, nosebleeds, fatigue, slurred speech, lack of coordination, and loss of appetite. Some chemicals can cause rapid pulse, headaches, and involuntary passing of urine and feces. High concentrations can cause disorientation, violent behavior, suffocation, unconsciousness, or death.
- Possible Long-Term Effects: significant brain damage may result to areas of the brain involved in thinking, moving, vision, and hearing. Other effects include weight loss, fatigue, and permanent damage to the nervous system.
- Effects of Overdose: sudden sniffing death can result from a single session of inhalant use in a healthy person. Individuals can also suffocate or choke from inhalation techniques, leading to death.
- For more information: https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf

Anabolic Steroids

Anabolic steroids are synthetically made drug variants of the naturally occurring male hormone testosterone. These drugs are typically used to enhance physical and/or athletic performance by promoting muscle growth. Mostly widely sold on the internet, these drugs may also be sold at gyms, bodybuilding competitions, and from trainers, coaches, and/or teammates. Steroids may be ingested orally, applied to the skin, and/or injected intramuscularly.

- Risk for Dependence: psychological dependence and addiction are possible with anabolic steroids.
- Possible Short-Term Effects: the effects of anabolic steroids depend on many factors including sex of the user, age, type and amount of the anabolic steroid being used, as well as the duration of use. Adolescent male users may experience stunted growth, early sexual development, and acne. Adolescent female users may experience irreversible physical changes such as increased body and facial hair, a deepening of the voice, male-pattern baldness, menstrual irregularities, and lengthening of the clitoris. Adult male users may experience reduced sperm count, enlarged breast tissue, shrinking of the testicles, sterility, or an increased risk for prostate cancer.
- Possible Long-Term Effects: male and female users may experience high cholesterol levels which can lead to a variety of health problems including an increased risk of heart attacks, coronary artery disease, and strokes. Damage to the liver, fatal inflammation of the heart lining, as well as risk for contracting infections (i.e.: HIV, AIDS, hepatitis B or C) via the sharing of contaminated needles may occur.
- Effects of Overdose: there are no overdoses associated with anabolic steroids. However, long-term users may experience adverse effects as listed above.
- For more information: https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf

Drug and Alcohol Programs for Students

Training Intervention ProcedureS (TIPS)

TIPS is the global leader in education and training for the responsible service, sale, and consumption of alcohol. Proven effective by third-party studies, TIPS is a skills-based training program designed to prevent intoxication, underage drinking, and drunk driving. All students who serve alcohol in our on-campus Pub are required to take this training.

Summer Orientation – Community Responsibility

Awareness regarding community responsibility commences for all incoming freshmen and transfer students during their summer orientation. Due to the pandemic, summer orientation was conducted online during the summer of 2021. This required program was divided into four modules and covered the following content: academic overview; life on campus (Student Living and Learning & Student Health Services); return to campus health and safety, and; academic integrity, expert insights on unconscious bias, overcoming your own unconscious bias, using communication strategies to bridge cultural divides, responding to a hostile intruder, and preventing sexual misconduct.

AlcoholEdu

AlcoholEdu is the online module used to train pre-matriculating freshmen and transfer students on the risks of alcohol consumption and assess their knowledge base prior to coming to the institution. All first year and transfer students are required to take this online course before registering for spring semester classes.

Bystander Intervention Training

Bystander Intervention Training educates participants in ways to intervene in high-risk situations. Topics included in the program are: alcohol, drugs, hazing, sexual assault, intimate partner violence, mental health emergencies, and physical emergencies. Participants are encouraged to develop scenarios and responses to strengthen their skills in confrontation and peer support. All student club officers and members of the Fraternity & Sorority Commons are strongly encouraged to take this training. Freshman and transfer Varsity Athletes are required to take this training. All other students are encouraged to be trained and have the opportunity to request this training (for a group they are a part of) through the Student Health Center's Office of Health Promotion.

Late Night On-Demand Shuttle

The Late Night On-Demand Shuttle provides students with safe and free transportation on Fridays and Saturdays between 10:00 pm and 2:00 am. The program is designed to support students traveling to their homes late at night or to evening campus/academic events. Student may request a ride using the Transloc App (which must be downloaded from the Android or Apple App Store). This program is operated by Rensselaer's Parking and Transportation Services.

Counseling and Support

The Counseling Center, which is part of Student Health Services, is staffed by a licensed psychiatrist and master's prepared licensed therapists who have specialized training in college health issues. The Counseling Center provides a variety of services including (but not limited to): individual and couples therapy, faculty/staff consultation, and outreach services. The goal of the Counseling Center is to help students maximize their sense of well-being as well as their academic, personal, and social growth. An on-call counselor is available in case of a crisis on evenings and weekends by calling 518-276-8888. The hours of the Counseling Center are Monday through Friday, 8:30 am to 5:00 pm during the academic year. During the pandemic, Counseling Services are available in-person, via WebEx or telephone as appropriate. Please contact the Counseling Center for an appointment by calling 518-276-6479 or emailing counseling@rpi.edu

Treatment

Students who are in need of treatment or more intensive counseling are referred to licensed providers off-campus.

Faculty and staff are eligible for mental health and substance abuse counseling (including inpatient and outpatient services) through the health plans provided by RPI Human Resources. Prior authorization

may be required for approval, and employees are encouraged to speak with a medical professional to get a referral for counseling and treatment. These programs provide confidential assessment, referral, and treatment for alcohol and other drug problems as well as mental health concerns for the employee and their dependents. For a full list of benefits, please refer to the most current benefits guide located at: <https://hr.rpi.edu/benefits>

Community Self-Help Groups (Note: schedules may vary from those listed below)

Alcoholics Anonymous (AA) Meetings

A complete list of meetings available in Rensselaer County: <https://aahmbny.org/meetings/?tsml-region=rensselaer-county>

Al-Anon of the Greater Capital District

Al-Anon meetings are for anyone who has been affected by someone's drinking. For a listing of meetings available in the Capital District of New York visit: <https://www.al-anon-8ny.org/online-meeting-schedule>

Narcotics Anonymous (NA) Meetings

<http://abcdrna.org/>

Disciplinary Sanctions for Students

Rensselaer Polytechnic Institute's Student Policies and Sanctions

<https://info.rpi.edu/dean-students/student-rights-responsibilities-and-judicial-affairs>

Alcohol and Other Drug Policy for Students – Revised January 2019, Implemented May 2019

General Statement: Rensselaer Polytechnic Institute is a campus where we place a high priority on the health and safety of all members of the campus community – students, faculty, staff and visitors. The Institute strives to provide an environment where all students are able to pursue their dreams and aspirations. At the same time, we face stark realities regarding the harm often caused by the use and abuse of alcohol and other drugs in communities around us and on our campus. In light of the risks and dangers presented by the use and abuse of alcohol and other drugs by students, we develop, promulgate, and enforce policies, procedures and accountabilities that reflect our institutional values. The Institute's aim is to maintain an alcohol and other drug policy that is clear in its expectations; applies in an appropriate manner across student residential and organizational affiliations; informs and educates individuals with regard to the policy and the risk factors associated with use or abuse; creates an environment that promotes safety and individual accountability; and maintains a healthy campus community where problems associated with alcohol and other drugs are minimal. The overall philosophy of the Institute is that individuals and organizations in the Rensselaer community are responsible for their own actions. When making decisions to consume an alcoholic beverage or to provide alcoholic beverages to others, individuals and organizations must be mindful of the inherent consequences and risks involved. In addition, they are responsible for understanding and complying with applicable laws. The Institute will not shield individuals or organizations from the legal consequences of their actions should they choose to violate these laws. This policy applies as stated,

regardless of state, locality or other jurisdiction in which the offense occurs. The regulations in this policy are designed to encourage consistent and reasonable standards in our campus community. It is expected that all members will contribute to maintaining a positive and healthy living and learning environment by adhering to this policy.

I. State and Local Law Relating to Alcohol

Laws relating to alcohol exist at both the state and local level, and can result in severe penalties, including imprisonment. While Rensselaer-related activities to which this policy applies can occur in any jurisdiction, including international locations. The following are examples for illustrative purposes only:

- New York State Law
 - prohibits consumption and possession of alcohol by persons under 21 years of age and the providing of alcohol to persons under 21, with the provider subject to both criminal sanctions and “dram shop” liability for injuries to third parties caused by the intoxicated minor;
 - prohibits driving while intoxicated (DWI) at a blood alcohol level of .08 and driving while ability impaired at a blood alcohol rate of .05, both of which can result in fines and imprisonment; and
 - prohibits anyone under 21 years of age from driving with as little as a .02 blood alcohol level, with a loss of license for six months or until the driver turns 21, whichever is longer.
- City of Troy Code
 - prohibits open containers of alcohol in public or in vehicles;
 - requires a permit to sell alcohol and for the holding of private “house parties” where admission is charged or any food or beverages are sold.

II. Institute Regulations on Alcohol

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol is prohibited on Institute property or as part of any activity sanctioned or sponsored by the Institute. The administration at Rensselaer will not authorize events where drinking under the legal age, as determined by applicable law, will be knowingly permitted. Individuals and organizations who sponsor approved events involving alcoholic beverages shall assume full responsibility and liability for the event and for the behavior of event participants and attendees.

In our continuing commitment to adhere to Institute policy and applicable laws, any Rensselaer recognized student organization found to have served alcohol to an underage individual at any university or group sanctioned or sponsored activity (on- or off-campus) will, at minimum, be subject to suspension of two years (6 consecutive semesters). In addition, all organization alcohol privileges are subject to revocation while a group is under investigation and for the duration of the disciplinary process.

Note: Vaporizing, inhaling, and other methods of absorbing alcohol are also considered consumption of alcohol, and are also prohibited.

A. Possession or consumption of alcoholic beverages is prohibited:

1. At all Institute owned, controlled, or affiliated residential facilities that house undergraduate students;
2. At the residential facilities of any recognized or affiliated student organizations or groups, including but not limited to fraternities and sororities;
3. On campus, on Institute property, at Institute events, and at events or programs held or sponsored by the Institute or by Rensselaer student organizations, except in accordance with this policy by persons 21 years of age or older as follows:
 - At events held at approved locations, other than residential facilities described in A.1 and A.2 above, for which required approvals have been obtained pursuant to Section III and Section IV (D) of this policy;
 - In areas licensed for regular beer and wine service.

B. Possession or consumption of alcohol by any person under age 21 on campus is a violation of this policy and the Rensselaer Grounds for Disciplinary Action (GDA) for students. Such conduct on the part of an employee is a violation of Human Resources policies.

C. Any person under age 21 who misrepresents her/his age in order to obtain alcohol has violated the GDA if that person is a student. Such conduct on the part of an employee is a violation of Human Resources policies.

D. Any person who supplies or makes alcohol available to someone under age 21 has violated this policy and the law. If that person is a student, they have violated the GDA. Such conduct on the part of an employee is a violation of Human Resources policies.

E. In accordance with state law, no money may be charged for any event at which alcoholic beverages are present unless a license or permit is obtained from the state liquor authority.

F. An Institute alcohol permit must be obtained from the Alcohol Review Committee (c/o the Student Health Center) for any event occurring on Institute grounds at which alcohol is served or present.

Exceptions are:

- Licensed designated area of Rensselaer Union; or
- Buildings leased or rented to faculty, staff or private non-student groups

G. The consumption of alcohol or possession of an open container of alcohol is prohibited in all generally accessible or common areas on campus, including but not limited to corridors, stairwells, athletic facilities, elevators, lounges, classrooms, labs or outside campus areas (i.e. Quad) unless an alcohol permit has been obtained for a designated area. At no time may alcohol be consumed in potentially hazardous environments.

H. Displays of any alcohol related items or materials visible to the public; including but not limited to alcoholic beverage containers (empty or full), banners or signs are not allowed in any residential facility.

- I. Events shall not include any activity which encourages the use and/or abuse of alcohol.
- J. The serving or availability of alcohol at events being held in or about an undergraduate or student organization residential facility as described in Section II (A) is prohibited.
- K. The presence, possession, or use of large quantities of alcohol on campus including but not limited to kegs, beer balls, or any other bulk containers of alcohol, is prohibited on Institute grounds with the exception of areas holding NYS license for beer and wine service.
- L. Beverages containing hard alcohol (defined as 15% or more alcohol by volume (ABV)) are prohibited at events involving students.
- M. Alcohol will not be permitted at Rensselaer athletic events.
- N. Off-campus events: It is expected that all members of the Rensselaer community will comply with all governmental laws related to alcohol. Any Rensselaer group that plans an off campus event involving alcohol must adhere to the Rensselaer Alcohol and Other Drug Policy for students. Faculty and staff must adhere to applicable Human Resources Policy.
- O. Advertising of any event must not imply that the event is for the purpose of consuming alcohol and may not be displayed before the permit to serve alcohol is obtained. No specific mention of alcohol is allowed in the advertising. The words "beverages" and "refreshments" are acceptable.
- P. At any event where alcohol is available, a non-alcoholic beverage (in addition to water) must be equally and continuously accessible and available.
- Q. Alcohol may not be served at any event unless food is also served. The food should include items high in protein and carbohydrates.
- R. The sponsor or host is responsible for implementing reasonable measures to ensure that alcohol is not served or made available to persons under age 21 or who are intoxicated. Sponsors must ensure that all alcoholic beverages are provided by a licensed third party vendor who will certify that all servers are properly trained. Contact the Alcohol Review Committee ("ARC") for training information.
- S. The server(s) of alcohol will be sober and must not consume alcoholic beverages prior to, or during the event, or on the premises where the event is held.
- T. Guests will not be allowed to bring additional alcohol to an event. The only alcohol permitted for consumption is that specified on the ARC permit.
- U. "BYO" ("Bring Your Own" Alcohol) events will not be permitted.

V. Positive proof of age is required at any event at which alcohol is served and/or consumed. No licensee, or agent, or employee of such licensee shall accept as written evidence of age by any such person for the purchase or service of any alcoholic beverage, any documentation other than:

(i) A valid driver's license or non-driver identification card issued by the commissioner of motor vehicle, the federal government, any United States territory, commonwealth or possession, the District of Columbia, a state government within the United States or a provincial government of the dominion of Canada, or

(ii) A valid passport issued by the United States government or any other country, or

(iii) An identification card issued by the armed forces of the United States.

W. The serving or availability of alcohol must be limited to a single designated point of service. Consumption of alcohol is only permitted in the approved area designated for the event.

X. Alcohol and Drug Policies for faculty and staff are contained in the Human Resources Policy Guide.

III. Approval Procedures for On-Campus Events

A. Rensselaer requires that all groups obtain prior approval from the Alcohol Review Committee ("ARC") to serve alcoholic beverages anywhere on campus except when the activity is in an area covered by a food service license and is part of normal or daily operations. Approval of alcohol permits is NOT automatic.

Approval may be based on:

1. The nature of both the event and the facility.
2. The capacity of the facility.
3. Demonstration by the sponsoring organization of its ability to comply with State and Institute regulations.
4. Nearby scheduled activities.
5. The number of underage (younger than 21) participants; if the percentage of underage attendees is 20% or higher, the function will generally not be approved.
6. Where and how alcohol will be available.
7. The past history of event or sponsor.
8. Additional information may be requested by the ARC.

B. Campus events that are open to all students or where 20% or more of the attendees will be under age 21 will generally not be granted an alcohol permit.

C. Alcohol may only be served at approved events:

- On Monday through Thursday from 4:00 pm until midnight;
- On Friday from 4:00 pm until 2:00 am Saturday;

- On Saturday from 12 noon until 2:00 am Sunday;
- On Sunday from 12 noon until 12 midnight.

EXCEPTIONS TO SERVE ALCOHOL AT TIMES OTHER THAN THOSE LISTED ABOVE IN SECTION III, D MUST BE APPROVED ONLY BY THE ALCOHOL REVIEW COMMITTEE (ARC). Events must be limited to FOUR (4) hours or less in duration.

D. The maximum amount of alcohol allowed at an event is calculated as follows: One serving per person age 21 or older per hour, not to exceed four hours.

E. Applications for an alcohol permit must be completed and submitted to the ARC c/o Student Health Center at least FIVE (5) calendar days in advance of the function. If you are using the campus food service provider (e.g., Sodexo), the request must be turned in at least TWENTY-FIVE (25) calendar days in advance of the function. APPLICANTS WHO DO NOT ADHERE TO THESE GUIDELINES MAY NOT BE APPROVED.

F. Events where alcohol will be sold or admission is charged will require a NY State permit, unless alcohol service is provided by a vendor that has or will obtain a license to serve for the event. Therefore applications must be submitted to the ARC at least TWENTY-FIVE (25) calendar days in advance of the event to verify that appropriate protocols are in place for event management and the service of alcohol. If alcohol service is to be provided by a vendor, a copy of the license, permit, or other documentation required by the ARC or Dean of Students, demonstrating the existence of a valid license must be submitted to the ARC not less than FIFTEEN (15) calendar prior to the event.

G. The individual requesting or signing the application for an alcohol permit must be age 21 or older.

H. Permits must be picked up before and displayed during the event.

I. Events held on campus must adhere to all rules relating to events specified in Section II of this Policy.

IV. Specific Area Policies for Alcohol

A. Student Residence Halls

1. Only those graduate students of legal drinking age (21) residing in graduate-only residence halls may possess alcohol in the privacy of their rooms. If more than double the number of room occupants are present, event rules will apply, and an alcohol permit must be obtained from the ARC in accordance with section III of this policy.
2. Kegs, beer balls or bulk containers of any sort (both empty and full) are not allowed in residence facilities.
3. Displays of any alcohol related items or materials visible to the public, including but not limited to alcohol beverage containers (empty or full), banners or signs, are not allowed in any residence facility.

4. The consumption of alcohol or possession of an open container of alcohol is prohibited in all public or common areas in the residence halls including but not limited to, stairwells, hallways, lounges, etc.

5. Due to the nature of finals week and our belief that the hall environment should be conducive to study during that period, no alcohol permits will be granted in the Residence Halls or the surrounding areas during finals week (including reading days).

B. Rensselaer Union

1. The serving of beer and wine to persons 21 or older will be restricted to designated areas of the Rensselaer Union where a state license has been obtained.

2. The purchase of beer or wine in the designated area shall be limited to a single serving container per person with legal ID.

3. Any registered event/activity/function held in the Rensselaer Union where alcohol will be available must be approved by the ARC and be accompanied by an alcohol permit.

4. Management of the Rensselaer Union and the Executive Board will review policies and guidelines and recommend appropriate changes to the President or his/her designee in consultation with the ARC.

C. Sage Faculty/Staff Dining Hall

1. Special events where alcohol will be served will comply with Section III of the Institute Alcohol and Other Drug Policy.

2. Management of Faculty/Staff Dining Hall will review policies and guidelines and recommend appropriate changes to the Director of Business and Auxiliary Services. Changes to the policies may be implemented upon consultation with the President or his/her designee and the ARC.

D. Events with Alcohol Sponsored by Student Organizations, including Fraternities and Sororities.

An event, especially those including alcohol service, is deemed to be the responsibility of a student organization(s) when the details of the event indicate such. Examples of qualifying details include, but are not limited to, the number of members relative to the total organization membership and/or the number of attendees of the event; or, the event being funded by the organization or its members; or, the event is being controlled and/or facilitated and/or promoted by members of the organization. The reference to student organizations includes, but is not limited to, recognized social fraternities and sororities.

Student organizations are subject to the following policies and guidelines established by the Institute and/or consistent with any regional or national umbrella affiliate or association (e.g., Interfraternity Council or Panhellenic Council, NIC) policies and regulations, whichever is most restrictive:

1. All events must comply with the rules for events set forth in Sections II and III of this Policy.
2. No hard alcohol (beverages with 15% or more ABV) is allowed at any student sponsored event.
3. Non-alcoholic beverages, in addition to water, must be made available by the host organization at any event where alcohol is available (section II, P).
4. Alcoholic beverages may not be purchased or brought into the event except by a licensed third party vendor (section II, E).
5. All events are restricted to a designated number of invited guests and not to exceed the legal limit of persons allowed in a facility or its common area, whichever is most restrictive.
6. Open social events are prohibited (an open social event is defined as any event for which no invitation is given and/or general advertising is used).
7. Alcohol service at any event must be by a licensed third-party vendor.
8. Any event sponsored, hosted or organized by a group, club, or organization, or members of, must be a registered with and approved by: the Associate Dean of the Fraternity and Sorority Commons for social fraternity and sorority events; or the Associate Director, Student Activities, for events to be held by other student organizations. Event registration must meet the following criteria:
 - a. Hosting organization name;
 - b. Date, time and location of event including the length of the event;
 - c. Name/contact information of licensed third-party vendor who will serve at event;
 - c. Process used to notify neighbors, if in a residential area;
 - d. Designated contact person, cell phone number;
 - e. Membership list;
 - f. Invitation list;
 - g. Confirmed attendance list differentiating 21 and over and under 21 attendees;
 - h. Hand stamp or wrist band for attendees 21 or over
 - i. Personal identification required to verify date of birth (as described in, section II, V).
9. The event must be at an approved location other than the organization's residential facility or chapter house. If the event is to be held on campus, an alcohol permit must also be obtained from the ARC, pursuant to Section III of this policy.

V. The Law: Statues Regarding Other Drugs

Laws relating to drugs other than alcohol exist at the federal, state, and local level. Violation of the laws of either jurisdiction can result in severe penalties, including imprisonment. While Rensselaer-related activities to which this policy applies can occur in any jurisdiction, including international locations, the following are examples for illustrative purposes only:

- Federal Law
 - prohibits the manufacture, distribution or possession with intent to distribute a controlled substance, including narcotics and marijuana, with criminal penalties that include fines and imprisonment;
 - provides for criminal penalties (fines, imprisonment) for providing controlled substances to persons under the age of 21 or for distributing near a school or university, that are up to twice as severe as for providing the substances to persons 21 or older.
- New York State Law
 - also prohibits manufacture, distribution, or possession with intent to distribute controlled substances, as well as drug paraphernalia;
 - provides for the seizure and forfeiture of any private vehicle used to transport a controlled substance.

VI. Institute Regulations on Other Drugs

Rensselaer has implemented a zero tolerance drug policy which strictly prohibits:

- Possession, use, or facilitation of use of any “Prohibited Substances” or “Drug Paraphernalia” as defined herein; and
- Attempted or actual sale, manufacture, marketing, trafficking, or transfer of any Prohibited Substance, or Drug Paraphernalia.

Prohibited Substances are any of the following for which the individual does not have a legal license or valid prescription: any illegal drug, controlled substance (as defined by State and Federal law), or substance, or manner of use, that is generally recognized as being detrimental or dangerous to the health, welfare or safety of individuals or the community, although not necessarily illegal (including but not limited to Molly, Spice, K-2, whippets, performance enhancing drugs, prescription drugs, and research drugs).

Drug Paraphernalia is equipment, products, or materials primarily used for the purpose of making, using concealing, or distributing Prohibited Substances.

Students found responsible for any of the above behaviors are subject to the sanctions set forth herein. Notwithstanding state law that may de-criminalize use and possession of marijuana in certain circumstances (e.g., the possession of a State-issued medical marijuana license, prescription or the equivalent), Rensselaer strictly prohibits the use, facilitation of use, consumption, possession, sale, manufacture, marketing, trafficking or transfer of marijuana or THC in any of its forms. Any student with a disability who believes they may require access to a Prohibited Substance is required to contact the Office of Disability Students Services to discuss accommodations and support.

Rensselaer is an educational institution and not a law enforcement agency, and therefore does not apply sanctions of the law. However, Rensselaer will not disregard the law and will not shield individuals from the legal consequences of their actions should they violate the law. In addition, individuals who have

violated the law are also subject to disciplinary action. Students will be disciplined according to the procedures in this document and the Rensselaer Handbook of Student Rights and Responsibilities. Pursuant to the Higher Education Opportunity Act of 2008, the conviction of a student for any offense during a period of enrollment for which the student was receiving Title IV or HEA program funds under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance (HEA Sec. 484(r) (1)); (20 U.S.C. 1091(r) (1)). These Regulations on Other Drugs apply to all admitted students, including enrolled and non-enrolled students, for conduct that occurs both on- and off-campus and regardless of state, locality, or other legal jurisdiction. In addition, the potential loss of financial aid eligibility due to a drug-related conviction applies regardless of where the illegal conduct occurs.

A. Enforcement of Regulations on Other Drugs

In addition to possible prosecution under state or federal laws, persons who violate the prohibitions of this policy will be subject to disciplinary sanctions that may include, but are not limited to, suspension, expulsion, and/or referral for possible prosecution by federal or state authorities. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program and other requirements as a condition of reinstatement.

1. Prohibited Substances Hearing Board.

Upon completion of the judicial inquiry, the Prohibited Substances Hearing Board has jurisdiction over appeals of findings issued and sanctions assigned concerning these Institute Regulations on Other Drugs. The Prohibited Substances Hearing Board shall be comprised of three Institute judicial hearing officers as designated by the Dean of Students. Appeals from decisions by the Prohibited Substances Hearing Board may be taken to the Review Board and President as described in the Handbook.

When an appeal is filed concerning an incident or series of related incidents that involves both a violation of Institute Regulations on Other Drugs and other Institute policies, the Prohibited Substances Hearing Board will review the appeal of both Institute Regulations on Other Drugs violation and such other Institute policies, with the following exceptions: a) any alleged violations of the Student Sexual Misconduct Policy will be handled in accordance with that policy, and b) if a judicial inquiry determines that a student did not violate the Institute Regulations on Other Drugs but that the student did violate other Institute policies, an appeal of the findings will be referred to the Student Judicial Board.

2. Mandatory Minimum Sanctions

The following shall be considered mandatory minimum sanctions:

A. For Trafficking Violations

Rensselaer has a zero-tolerance policy for any student found to have engaged in the sale, manufacture, marketing, trafficking or transfer of any Prohibited Substance, including marijuana or THC, drug paraphernalia, or the intent and preparation to do so (hereinafter, trafficking).

The penalty for students found to have engaged in such trafficking, including a first violation, will be expulsion from the Institute, without possibility of return.

B. For Use or Possession of Prohibited Substances (excludes marijuana/THC use)

In conformance with Rensselaer's zero tolerance drug use policy, any student found to have engaged in a violation of this policy related to the personal, non-trafficking use, consumption or possession of a Prohibited Substance other than marijuana or THC use or prescription drug/over-the-counter medication misuse shall be subject to the following minimum sanctions:

- **First Violation – if no finding of habitual use:** Immediate suspension from the Institute for a term of not less than one (1) calendar year. After the expiration of such term of suspension, and provided the student has had no other suspensions, expulsions or involuntary withdrawals for violation of Rensselaer's or any other institution's drug policy, the student, may be permitted to re-apply for admission to Rensselaer. Reapplication for admission hereunder is subject to the terms for Disciplinary Suspension found in the Rensselaer Handbook of Student Rights & Responsibilities under the section entitled Types of Disciplinary Actions. Conditions for readmission may include, but are not limited to, mandatory educational programming and/or training, counseling, drug testing, supervision, restriction or loss of privileges, or other requirements. If such student is not granted permission to re-apply for admission, or where such re-application is denied, the student shall be deemed to have been expelled.
- **Second Violation, or First Violation with a finding of habitual use:** The student shall be immediately expelled from the Institute without the possibility of return.

A determination that a student is a habitual user of Prohibited Substances may occur through external police, internal Public Safety, Student Life or other information sources that make the condition known to the Administration of the Institute. Each allegation will be investigated and corroborated through whatever channels are available. Rensselaer, in its sole and exclusive discretion, reserves the right to obtain medical advice and assistance to determine whether the subject of the inquiry is a habitual user of any Prohibited Substance. Parents or guardians of the subject may be notified immediately of a person identified as being a habitual user of a Prohibited Substance and subject to this policy.

C. For Use or Possession of Marijuana/THC and Possession of Drug Paraphernalia

Any student found to have engaged in a violation of this policy relating to the personal, non-trafficking use, consumption or possession of marijuana/THC or possession of drug paraphernalia shall be subject to the following:

- **First Violation:** Sanctions as determined by the Rensselaer Judicial Process, including but not limited to, disciplinary probation, referral for required educational programming and training, substance use assessment, restriction or loss of privileges, or other requirements as severity of the offense dictates, including the loss of housing privileges, substance use assessment, required treatment, and/or drug testing.

• **Second Violation:** The student shall be suspended from the Institute for a term of not less than one (1) calendar year. After the expiration of such term of suspension, and provided the student has had no other suspensions, expulsions or involuntary withdrawals for violation of Rensselaer's or any other institution's drug policy, the student, may be permitted to re-apply for admission to Rensselaer. Reapplication for admission hereunder is subject to the terms for Disciplinary Suspension found in the Rensselaer Handbook of Student Rights & Responsibilities under the section entitled Types of Disciplinary Actions. Conditions for readmission may include, but are not limited to, mandatory educational programming and/or training, counseling, drug testing, supervision, restriction or loss of privileges, or other requirements. If such student is not granted permission to re-apply for admission, or where such re-application is denied, the student shall be deemed to have been expelled.

VII. Alcohol and Other Drug Policy Responsibility and Enforcement

A. Adherence to these policies on alcohol and other drugs shall be the individual and personal responsibility of each member of the student body, student organization, staff, faculty or administration of the Institute.

B. The responsibility of enforcement of the Institute Alcohol and Other Drug Policy resides with the President or his/her designee.

VIII. Violations/Sanctions

A. Violations of the Alcohol and Other Drug Policy by any student shall constitute a violation of the Grounds for Disciplinary Action. Person(s) shall be subject to disciplinary action up to and including dismissal from the Institute.

B. Possible sanctions are outlined for students in this document and the Rensselaer Handbook of Student Rights and Responsibilities, and for employees in the Human Resources Policy Guide.

C. Judicial Actions and sanctions for students under this Alcohol and Other Drugs Policy are subject to the Institute's Good Samaritan Policy and the provisions for Alcohol and Drug Use Amnesty in the Rensselaer Student Sexual Misconduct Policy.

D. Violations by any faculty and staff members of the Human Resources Policy #800.4, Alcohol Use and Possession and/or #800.5, Use and Possession of Illegal Drugs shall be subject to disciplinary action up to and including the termination of employment. Violations by vendors, contractors or visitors of this Policy may result in those individuals being prohibited from entering or remaining on campus facilities owned, leased or controlled by the Institute.

IX. Institute Alcohol Review Committee (ARC)

The Alcohol Review Committee (ARC) has the following membership, operating parameters and responsibilities:

A. Membership of the ARC consists of the following: Two students, two staff, two faculty and one chair; for a total membership of seven. Members are appointed by the Vice President for Student Life or his/her designee.

B. Operating Parameters

1. ARC Quorum: One student, one faculty, one staff and one chairperson;
2. ARC Meetings: the ARC shall have at least six meetings annually; in or around September, October, November, February, March and April;
3. The terms of committee appointment: faculty and staff committee members shall be appointed for two years. Student members shall be appointed annually.

C. Responsibilities: Representatives of the Student Health Center will assume primary responsibility for items 1 – 6 below, but will bring before the Alcohol Review Committee exceptional cases and considerations. The Alcohol Review Committee will assume primary responsibility for items 7 and 8 below.

1. Developing procedures and guidelines for events where alcohol is present;
2. Determining criteria for approving events at which alcohol is present;
3. Reviewing applications for events at which alcohol is present;
4. Soliciting and accepting reports from individuals and groups about violations, complaints and policy effectiveness;
5. Referring violators into the judicial system;
6. Developing enforcement procedures in consultation with the Dean of Students;
7. Reviewing policies and recommendation for changes in policy for the campus community;
8. Promoting and coordinating alcohol awareness and educational and behavioral change programs with the campus community which may include the following components:
 - a. student workshops for the general student population, residence hall staffs, representatives of Greek organizations, other student groups and organizations and faculty and staff which aim to develop new procedures for overcoming peer pressure to consume alcohol and other drugs;
 - b. workshops to increase student understanding of the short and long-term effects of alcohol and other drug abuse;
 - c. encourage students to participate in the programs and activities which take place during weeks such as Alcohol and Health Awareness Week;
 - d. special educational workshops for students and their families during each fall semester (e.g. S.O. and Family Weekend);
9. Assist the efforts of Rensselaer Office of Fraternity and Sorority Commons and other student groups and organizations to develop and evaluate systematic and innovative party procedures and policies regarding the low-risk serving of alcohol (e.g. determining the impact of specific environmental determinants on alcohol consumption, refining existing server intervention training programs and sober driver programs).

X. Rensselaer Good Samaritan Policy

Student health and safety are primary concerns of the Rensselaer community. It is imperative that someone call for medical assistance when an individual appears to be a victim of and/or experiences alcohol intoxication, drug overdose, or serious injury after consuming alcohol or other drugs. In general, people may be reluctant to seek emergency or medical attention for fear of judicial consequences for themselves, the person in need of assistance, and/or the organization hosting the event where the situation occurs.

Because health emergencies related to the consumption of alcohol and other drugs are potentially life threatening, Rensselaer seeks to reduce barriers to seeking assistance. The Good Samaritan Policy is part of Rensselaer's approach to reducing harmful consequences caused by the consumption of alcohol and other drugs. The Good Samaritan Policy is the Institute's commitment to increase the likelihood that community members will call for assistance when faced with an alcohol or drug-related emergency.

An **individual** who receives emergency assistance and/or medical treatment due to alcohol or drug consumption, and who completes an alcohol and other drugs assessment educational activities and/or treatment as assigned through the Rensselaer Health Center will not be subject to judicial action for violating Institute Alcohol & Other Drug Policy.

A **person who calls** for emergency assistance and/or medical treatment due to alcohol or drug consumption on behalf of another person will not be subject to judicial action for violating Institute Alcohol & Other Drug Policy, but may be required to attend an alcohol and other drugs education program if deemed necessary by the Rensselaer Health Center.

A **representative of an organization** hosting an event is expected to promptly call for emergency assistance and/or medical attention due to evidence of a potential health or other emergency resulting from consumption of alcohol or other drugs by a guest at the event. This act of responsibility will mitigate the judicial consequences against the organization which results from violations of the Grounds for Disciplinary Action at the time of the incident due to violation of Institute Alcohol & Other Drug Policy. However, failure to call for emergency assistance and/or medical treatment will be considered an "intolerable circumstance" affecting judicial sanctions against the organization and persons found to be knowledgeable and/or responsible for the event if violations of Grounds for Disciplinary Action have occurred.

Requirement to Obtain Medical Assistance: Rensselaer students, student organizations, and other members of the Rensselaer Community are required to summon emergency medical services by calling 911 or Rensselaer Public Safety at (518-276-6611) to obtain assistance and evaluation for any person who is in their room or immediate presence and is, or is suspected to be, under the influence of alcohol or other prohibited substances, when that person's well-being and safety is known to be or reasonably should be known to be in jeopardy. When an individual knows or reasonably should know that another person is in jeopardy, failing to summon emergency medical services (e.g. taking the person back to his/her residence and dropping him/her off, driving the person to a hospital in a personal vehicle, asking

another person to take responsibility for the intoxicated individual without seeking medical assistance for the ill person) shall be considered a violation of this policy.

XI. Rensselaer's Alcohol & Other Drug Education Prevention Program

The Drug Free Schools and Communities Act of 1989 requires that we distribute to all students the campus alcohol and other drug (AOD) policy, as well as the laws and health risks regarding AOD use and resources on campus and in the community. Contact the Office of Health Promotion at 518-276-6287 or healthed@rpi.edu for more information.

A. Health Risks

There is no “safe” use of alcohol for students under 21. Engaging in “recreational” drug use or “social” drinking could have serious mental health, physical and/or legal consequences. Alcohol and other drugs are toxic to the body and if mis-used can have catastrophic consequences on one’s health. Some drugs are so toxic that even one experimental use can be fatal. Alcohol is the number one date rape drug. When it comes to drugs and alcohol, what you don’t know can not only hurt you, but it can kill you.

Rensselaer believes that the better informed one is about the health risks associated with the use and abuse of alcohol and the use of drugs, the more likely you are to avoid these substances altogether or to seek help if you become the victim of a chemical dependence. Therefore, the following is a summary of the various health risks associated with alcohol abuse and the use of 12 specific types of drugs. This summary is not intended to be an exhaustive or final statement of all possible consequences to health of substance abuse, but rather is intended to increase your awareness of the grave risks involved in this kind of behavior.

Alcohol Use and Abuse – Alcohol is the most widely used and abused drug in the United States. Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a vehicle safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse, as well as dangerous risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, lower doses of alcohol can be fatal.

Alcohol-related automobile crashes are the number one cause of death among people ages 15 through 24. Furthermore, approximately 50 percent of all youthful deaths from drowning, fires, suicide, and homicide are alcohol-related.

Repeated use of alcohol can lead to physical and psychological dependence. Dependent persons who suddenly stop drinking are likely to suffer withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent

damage to vital organs such as the brain and the liver. Female-bodied individuals who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. In addition, research indicated that children of alcoholic parents have an increased risk of becoming alcoholics themselves.

Use of Illicit Drugs – Drugs interfere with the brain’s ability to take in, store, and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory.

B. Rensselaer Resources for Help

The Rensselaer resources available to provide assistance to members of the campus community concerned about health issues related to alcohol and other drugs are as follows:

Student Health Center: 518-276-6287

The Student Health Center is open Monday through Friday 8:30 am – 5:00 pm when classes are in session and Monday through Friday 8:00 am - 4:30 pm during the summer. Call for an appointment.

Counseling Center: 518-276-6479

The Counseling Center is open Monday through Friday 8:30 am - 5:00 pm when classes are in session and Monday through Friday 8:00 am – 4:30 pm during the summer. They offer assistance on any issue that affects Rensselaer students.

Office of Health Promotion: 518-276-6287

Contact the Office of Health Promotion for information about alcohol, tobacco, other drugs, safer sex, nutrition, stress, wellness or any other related topics.

C. Community Resources for Help

The following off-campus community resources are also available:

Hope House, Inc.: 518-482-4673

Hope House is a comprehensive outpatient alcoholism evaluation and treatment center located in downtown Troy.

Alcoholics Anonymous (AA) Meetings

A complete list of meetings available in Rensselaer County: <https://aahmbny.org/meetings/?tsml-region=rensselaer-county>

Al-Anon of the Greater Capital District

Al-Anon meetings are for anyone who has been affected by someone’s drinking. For a listing of meetings available in the Capital District of New York visit: <https://www.al-anon-8ny.org/online-meeting-schedule>

Narcotics Anonymous (NA) Meetings

<http://abcdrna.org/>

D. National Hotlines

National resources that provide assistance to individuals concerned about matters related to the use of alcohol and other drugs include, but aren't limited to the following:

NCA Information Line: 1-800-NCA-CALL

The National Council on Alcoholism (NCA) provides referral services to families and individuals seeking help with an alcohol or other drug problem.

PRIDE Drug Information Hotline: 1-800-241-9746

The Parent's Resource Institute for Drug Education (PRIDE) refers concerned parents to parent groups in their state or local area, provides telephone consultations and referral to emergency health centers, and maintains a series of drug information tapes that callers can listen to at no charge.

NIDA Hotline: 1-800-622-HELP

The National Institute on Drug Abuse (NIDA) provides a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Free materials on drug use are also distributed upon request.

Alcohol Use and Possession Policy for Faculty and Staff

The intent of Alcohol Use and Possession Policy at Rensselaer Polytechnic Institute is to comply with the Drug-Free Schools and Communities Act and its Alcohol Abuse Prevention Regulations and applicable state and local laws and regulations regarding alcohol use and abuse.

It is the policy of Rensselaer that employees are prohibited from the unlawful manufacture, distribution, dispensing and possession of alcohol and prohibited from on-the-job use of, or impairment from, alcohol, on Institute property, as part of any activity sanctioned or sponsored by the Institute, or while performing in a work-related capacity. Rensselaer will not authorize events where drinking under the legal age, as determined by the States of New York and Connecticut, will be knowingly permitted.

The consumption or possession of alcoholic beverages on Rensselaer property, except for officially sanctioned functions or storage locations, is prohibited. In the event that Rensselaer has sanctioned the use of alcohol at an Institute event, employees who choose to consume alcohol must do so responsibly and are expected to conduct themselves properly and professionally at all times with colleagues and/or students.

Lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance. Any use of alcohol that adversely affects an employee's job performance or Rensselaer or jeopardizes the safety or property of employees, students or the public is prohibited. Employees are also prohibited from reporting to work under the influence of alcohol.

Any employee who supplies or makes alcohol available to someone under age 21 is in violation of New York State statutes and this Policy.

The failure to comply with this policy will subject and employee to disciplinary action, up to and including immediate termination and/or criminal prosecution.

It is also the policy of Rensselaer to provide, as an employee benefit, an Employee Assistance Program (EAP) that is designed to help faculty and staff deal with alcohol and substance abuse and other problems that they and their families might encounter. For more information about the EAP Program, see the Human Resources' Policy Guide.

This policy applies to all employees, including faculty, staff and members of the President's Cabinet.

Health Risks

The use, misuse and abuse of alcohol can cause a number of problematic changes in mood and behavior. Drinking too much – on a single occasion or over time – can take a serious toll on your health. Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions, including but not limited to the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns;
- Increase risk for violent or risky behavior;
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels; and
- Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant individuals

Moderate to high doses of alcohol may also cause marked impairments in higher mental functions, severely altering a person's ability to learn and recall information. Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination. Repeated use of alcohol can lead to physical and/or emotional dependence. There is strong evidence based in medical research that alcohol contributes significantly to cancer as well as permanent damage of vital organs such as the heart, brain, liver and pancreas. Drinking too much can also weaken your immune system, making your body a much easier target for disease.

Use and abuse of alcohol can detrimentally effect employee productivity, efficiency, attendance, and the health of our work force and negatively affect Rensselaer's living, learning and work environment as well as; jeopardize the health and safety of students, employees, co-workers, and the public; and bring the reputation of Rensselaer and its employees into public disrepute.

Sanctions and Remedial Measures

Employees, including faculty, staff, and members of the President's Cabinet, who engage in conduct prohibited by this policy or are convicted under a criminal statute will be subject to discipline, up to and

including termination, and/or may be required to satisfactorily participate in Rensselaer's Employee Assistance Program and any recommended rehabilitation program.

Use and abuse of alcohol can effect employee productivity, efficiency and negatively affect Rensselaer's learning and work environment as well as; jeopardize the safety of employees, co-workers, and the public; and bring the reputation of Rensselaer and its employees into public disrepute. Accordingly, Rensselaer has established the following rules to governing the use and possession of alcohol. When an employee is involved in a workplace accident or when there is a reasonable suspicion that an employee is under the influence of alcohol on-the-job, Rensselaer can require the employee to submit to an alcohol and drug test. Employees who test positive are subject to corrective or disciplinary action up to and including termination.

The serving of alcohol at employee-related functions on Rensselaer premises must be reviewed and approved by the Alcohol Review Committee. The committee may be reached through the Student Health Center.

Employees, who drive a motor vehicle as a part of their work duties, found to have been driving under the influence of alcohol, whether on duty or off duty, shall be subject to disciplinary action up to and including termination. For information about blood alcohol and drug testing, see the Human Resources' Policy.

Referrals to Rensselaer's Employee Assistance Program for employees who may be abusers of alcohol are coordinated through the Division of Human Resources to assist both the employee and supervisor, and to assure compliance with all applicable laws.

Care and Support Services

Rensselaer's Employee Assistance Program (EAP): Capital EAP

For more information about the EAP Program, see the Human Resources' Policy or call: 518-465-3813.

Questions@capitaleap.org or www.capitaleap.org

National Council on Alcoholism and Drug Dependent
Hot Line: (800) NCA-CALL

National Drug and Alcohol Treatment Routing Service
(800) 622-HELP

St. Peter's Addiction Recovery Center (SPARC)
www.sphp.com/addiction-sph

Hope House, Inc.
Troy, NY 12180
518-482-4673

SAMHSA's National Helpline
(800) 662-HELP or (800) 662-4357

SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish).

Alcoholics Anonymous (AA) Meetings

A complete list of meetings available in Rensselaer County: <https://aahmbny.org/meetings/?tsml-region=rensselaer-county>

Al-Anon of the Greater Capital District

Al-Anon meetings are for anyone who has been affected by someone's drinking. For a listing of meetings available in the Capital District of New York visit: <https://www.al-anon-8ny.org/online-meeting-schedule>

Narcotics Anonymous (NA) Meetings

<http://abcdrna.org/>

Pinnacle Behavioral Health - Albany

<https://www.pinnaclebehavioralhealth.com/>

Use and Possession of Illegal Drugs Policy for Faculty and Staff

It is the policy of Rensselaer Polytechnic Institute to comply with the Drug-Free Schools and Communities Act and its Alcohol Abuse Prevention Regulations, the Federal Drug-Free Workplace Act and state and local laws and regulations regarding drug abuse and illegal drugs.

The unlawful manufacture, distribution, sale, dispensing, possession, purchase, transfer or use of illegal drugs is prohibited in Rensselaer's working, living and learning environments.¹

This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription; however, Rensselaer does prohibit the misuse of prescribed medication. Employees' lawful drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees must also take care when taking prescription medication that could impair their ability to safely and responsibly perform job duties. In some such cases, it is recommended employees discuss concerns with Human Resources. It is the employee's responsibility to determine

¹ Although the States of New York and Connecticut allow the use of marijuana for palliative purposes, the Institute does not permit the possession, use or ingestion of marijuana or any products that include derivatives of marijuana, such as cannabidiol (CBD) oil, in its working, living and learning environments. Rensselaer will take adverse action where the employee is impaired at work due to the use of medical marijuana or if marijuana or marijuana products are brought to work, on-site or in company-provided vehicles.

from his/her physician whether a prescribed drug may impair safe job performance and to notify Human Resources of any job restrictions that should be observed as a result.

Employees will be subject to disciplinary action up to and including termination and/or criminal and/or civil penalties if they manufacture, distribute, sell, attempt to sell, possess, transfer use or purchase illegal drugs, controlled substances or drug paraphernalia while at the workplace or while performing in a work-related capacity. Such illegal acts, even if engaged in off duty, may result in disciplinary action. The failure to comply with this policy is subject to disciplinary action, up to and including immediate termination in accordance with Human Resources Policy 900.1, *Progressive Discipline* and/or criminal prosecution.

It is also the policy of Rensselaer to provide, as an employee benefit, an Employee Assistance Program (EAP) that is designed to help faculty and staff deal with substance abuse and other problems that they and their families might encounter. For more information about the EAP Program, see Human Resources Policy #1100.5, *Employee Assistance Services*.

This policy applies to all employees including faculty, staff, vendors and members of the President's Cabinet.

Health Risks

Drug use can have a wide range of short- and long-term, direct and indirect effects. These effects often depend on the specific drug or drugs used, how they are taken, how much is taken, the person's health, and other factors. Short-term effects can range from changes in appetite, wakefulness, heart rate, blood pressure, and/or mood to heart attack, stroke, psychosis, overdose, and even death. These health effects may occur after just one use.

Longer-term effects can include heart or lung disease, cancer, mental illness, and others. Long-term drug use can also lead to addiction. Not everyone who uses drugs will become addicted, but for some, drug use can change how certain brain circuits work. These brain changes interfere with how people experience normal life events, their ability to control their stress level, their decision-making, as well as their ability to learn and remember.

Drug use can also have indirect effects on both the people who are taking drugs and on those around them. This can include affecting a person's nutrition; sleep; decision-making and impulsivity; and increase the risk for trauma, violence, injury, and communicable diseases.

Sanctions and Remedial Measures

Employees, including faculty, staff, and members of the President's Cabinet who engage in conduct prohibited by this policy or are convicted under a criminal drug statute will be subject to discipline, up to and including termination, and/or may be required to participate satisfactorily in Rensselaer's Employee Assistance Program and any recommended rehabilitation program.

Rensselaer has a strong commitment to safeguard the health and welfare of its faculty, staff, and students, and provide a safe working, living and learning environment. Because substance abuse at work or away from work can seriously endanger the health and safety of faculty, staff, students, vendors and guests, Rensselaer has established a program under this policy to detect and remove users of illegal drugs or controlled substances from the working and learning environment. Rensselaer is committed to preventing the use and/or presence of these substances in the workplace.

Responsibilities

Rensselaer employees must:

- 1) comply with this policy; and
- 2) notify his/her supervisor within five days after any conviction under a criminal drug statute.

Supervisors must:

- 1) participate in periodic training to assist them in identifying and addressing illegal drug use by employees; and
- 2) be cognizant of their responsibilities to refer employees who may be using illegal drugs on the job to the Division of Human Resources.

Drug Testing

Employees who are involved in work-related accidents or injuries or who are reasonably believed to be users or abusers of illegal drugs will be required to submit to a drug test. Employees who test positive are subject to corrective or disciplinary action up to and including termination. For more information about blood alcohol and drug testing, see Human Resources Policy #200.11, *Physical/Medical Exams – Current Employees*.

Referrals to Rensselaer's Employee Assistance Program for employees who may be users and/or abusers of illegal drugs or controlled substances are coordinated through the Division of Human Resources to assist both the employee and supervisor, and to assure compliance with all applicable laws.